

## Instructions to Update Employee Personal Profile

It is the responsibility of each user to ensure his/her personal profile in AgLearn is accurate. Upon receiving access to AgLearn, and periodically thereafter, each user should access his/her personal profile to update the supervisor's name and the user's email address and telephone number.

The purpose of identifying supervisors in AgLearn is to: 1) properly route AgLearn requests for training electronically and 2) allow supervisors access to employee records. Once an employee identifies his/her supervisor, the supervisor may then check the status of training for employees, add training to the employee's learning plan, and eventually, create individual development plans for employees in AgLearn.

You will need your eAuthentication Student ID and password to login to AgLearn. If you have not yet eAuthenticated, forgot your password or your account has been deactivated, please follow the attached instructions first. Then proceed as outlined below. (Note: Supervisors must ensure that employees who do not have regular access to a computer contact Sherell Brooks at the number below so that they can be properly registered.)

Follow these procedures to identify your supervisor in AgLearn:

1. Go to AgLearn at [www.aglearn.usda.gov](http://www.aglearn.usda.gov) <<http://www.aglearn.usda.gov>>.
2. Using your eAuthentication Student ID and password, log in to AgLearn.
3. Click on the **Profile** link below the **Personal/Main** menu bar.
4. Scroll down to the section marked **Employment & Account Information**.
5. Click the **Select** link next to the **Supervisor** tab.
6. Type your supervisor's last and first name in the fields provided.
7. Click **Search**.
8. From the **View Supervisor Results** screen, click on the **select** box.
9. You will be returned to your profile and your supervisor's name will appear in the supervisor tab.
10. Click the **Apply Changes button**. (Note: This step is very important. If you close your browser or move to another screen before clicking "Apply Changes," the new information will not be saved.)

If you have any questions or experience problems, please contact Sherell Brooks at [Sherell.Brooks@ars.usda.gov](mailto:Sherell.Brooks@ars.usda.gov) or (301) 504-1439.